

MEETING MINUTES

Town of Heath
SELECT BOARD
18 Jacob Road
April 4, 2023

Called to Order at 6:00 p.m. With Robyn Provost Carlson, Susan Lively, Brian De Vriese, and Hilma Sumner, Town Coordinator.

Others in Attendance: See attendance sheet.

Note: Because the agenda was incorrectly posted, the meeting consisted of discussion only, no votes were taken.

6:05 p.m. Joint Meeting with Finance Committee: Members Tom Lively, Will Emmet, Alice Wozniak and Ned Wolf met with the Select Board to discuss items of the FY2024 budget and review the draft of the ATM warrant.

New software options for the accounting department will be researched. It is becoming more important to have software that can be updated and supported. Alice will reach out to Zobrio that is a sister software system to QDS, the tax collecting and assessing software.

Assessors' Expense: Alice asked to have \$1,500 added to this account with which to purchase the QDS assessing software which will make transference of information between the assessors and tax collector happen more expediently.

Highway Department Salaries: The Finance Committee had sent their recommendation to reduce the Highway Department from four employees to three employees. Both they and the Board agreed that this is a difficult decision, but their work is to look at the welfare of the entire town. Alice reviewed statistics from other small towns about road mileage, number of highway employees, overall budgets, and highway budgets and tax rates. Robyn reported that she has had several conversations with the Highway Superintendent about how the department would accomplish it's work. She asked the Superintendent to look at different approaches to doing the tasks. She also stated that, beginning in July, there will be new procedures instituted which will include monthly meetings with the Superintendent and requiring each highway employee to write detailed timecards of the work accomplished each day.

Temporary Highway Help accounts, lines #63, 64, 65: These accounts will need to be re-thought to determine if any amounts need to be increased if the department is reduced to three employees.

Town Nurse: More information will be sought from the Community Public Health Service to determine if there is any duplication in the services they can provide with what the town nurse provides. Sue met with the nurse today to review how she devotes her time.

Tax Collector Stabilization Account: There is a total of \$10,654.62 in the account but it is no longer needed. It was suggested that \$5,000 be transferred to the Accountant Stabilization Account and \$5,654.62 be transferred to the IT Stabilization Account.

Broadband Accounts: The Board and Finance Committee reviewed a letter from the Muncipal Light Board (MLB) stating that they would assume payment of the MLP Manager salary so that particular

account may be removed from the FY24 Article 3 General Fund accounts. A letter of thanks will be drafted to the MLB.

Moderator Appointment: The Board would like the moderator to meet with them for a review of the Annual Town Meeting warrant and general planning for the Town Meeting.

Next Meeting: The Board set a meeting for Friday, April 7, 2023, 8:00 a.m., to hold final deliberation and vote on matters that could not be decided at tonight's meeting.

9:12 p.m. Select Board Chairman, Robyn Provost Carlson adjourned the meeting.

Respectfully submitted,

Hilma A. Sumner
Town Coordinator